



City of Fayetteville

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MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
Pro Tem
Kathleen Brewer
Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

August 16, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: August 8th through August 14th

CITY ADMINISTRATION

- Held separate meetings with the leadership of each department of the City on the morning of Monday, August 8th.
- Attended a BS&A Community Development software meeting on Monday, August 8th. Also in attendance were IT Director Kelvin Joiner, Building Official Greg Taliercio, Senior Planner Julie Brown, and Consultant Jahnee Prince.
- Held an organizational meeting with the Building Department on Monday, August 8th.
- Held a meeting with citizen Mary Carroll on Tuesday, August 9th to discuss the Fayette Ventures rezoning/annexation request.
- Held a meeting with City Clerk Anne Barksdale and Deputy City Clerk Valerie Glass on Tuesday, August 9th to discuss administrative organizational matters.
- Held meetings with Police Department personnel on Wednesday, August 10th for most of the day.
- Held meetings with Police Department personnel on Thursday, August 11th for most of the day.
- Held an organizational meeting with Assistant City Manager Alan Jones and Finance & Administrative Services Director Mike Bush on Thursday, August 11th.
- Attended a Public Services Committee Meeting on the evening of Thursday, August 11th.
- Worked on personnel matters regarding the Police Department on Friday, August 12th.
- Attended the VIP event at The Ridge Nature Area on the evening of Friday, August 12th.
- Attended the grand opening of The Ridge Nature Area on Saturday, August 13th.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continuing to clean-up the 2016 Budget departmental line items.
- Continuing to prepare for the year-end close out.

- Business License module of the new financial software went live on August 12th.
- Working to get eSuites for licensing up and running.
- New Fiscal Year Began
 - Part-time Employee vacation needed to be uploaded in the system before August 11th.
- Purchasing Agent worked on the Cleaning Services RFP.
- Audit preparation
 - Received PBC letter from the Auditors.
- Received the CAFR Award for the 20th consecutive year.

Accounts Payable

- Keyed payment data for 107 invoices and processed payments to 75 vendors.
- Prepared 81 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received two (2) new business applications
- Issued seven (7) new business licenses.
- Collected \$26,530.41 from the Hotel/Motel Tax.
- Collected \$162.15 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Payroll

- QBA Gross Earnings Report for Pay Date: 8/11/16
 - Check Count: 146
 - Regular Weekly Payroll: 2
- Total Payroll: \$187,534.31

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$14,328.76 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 26 new customers.
- Billed out for 1,639 customers.
- Issued 9 Work Orders.
- Received \$50,221.29 in Water and Sewer revenues.
- Pilot Program – Delinquent Accounts Callout
 - Cut off report generated for cycle 5 on 08/10/16 that resulted in 74 delinquent accounts.
 - Out of the 74 accounts, 45 were called and 26 received a tag through the mail due to bad or no phone numbers.
 - Account Clerks received about 7 calls from these customers.

Human Resource

- Personnel Issues
- Employment Opportunities

- Fire Fighter: Opened 5/2/2016 – until filled
- Police Officer: Opened 8/9/2016 – 9/5/2016
- Resumes Submitted: 2
 - Fire Fighter: 1
 - Police: 1
- Interviews conducted for Administrative Clerk in the Building Department.
- Continued working on the New World Training and conversion.
- Salary pay was updated in AS400.

Court

- # of citations received: **51**
- # of warrants issued (FTA & VOP): **8**
- # of citations (FTA) sent to DDS: **12**
- # of scheduled arraignment cases: **81**
- # of scheduled trial cases: **28**
- Total amount collected for the week: **\$18,184.30**

INFORMATION TECHNOLOGY

GIS Projects

- Converted data into the City GIS system for Oakleigh Manor subdivision.
- Convert DWG to GIS Shapefiles (working on projection issues)
- Adjusted The Ridge Nature Area map as follows:
 - Added a cul-de-sac for Burch Road
 - Added to list of amenities for numerous maps
 - Resized whitewater creek
 - Changed location of scale bar
 - Adjusted location of driveway going to kayak put in area
 - Darkened driveways and trails to better show up on paper.
 - Pulled in new coordinates and KML data from Mike Swanson for the Ridge (ongoing)

Technology Projects

- Completed GL Data and Business License Data.
 - Data test completed
 - Data is live
- Converting Payroll Data.
 - Working with Barbara Dudley on payroll data.
- Converting employee history.
- Converting AP History.
- Worked with New World on the E-Suite Server.
 - Security configurations
 - Payment setup with credit card company
- Worked through issues with AP check printing and workflow/approval issues with New World software support.
- Set up WIFI extender for Station 91.

Police Technology Projects

- Archived 1 months of icop videos to storage.
- Downloaded 9 ICOP drives.
- Downloaded the videos from 24 body cameras.
- Archived body camera videos to cloud storage.
- Conducted maintenance on the cloud storage server.
- Replaced 1 MIFI access point.
- Replace 1 laptop keyboard.

Open Records Request

- DVD Request of traffic stops and investigations: **8**

Web Site Visits for the Week

- Total pages viewed: **10,883**
- Total unique pages viewed: **8,183** (Excludes Repeated Pages viewed)
- Average time spent on each page: **53 Seconds**
- Top 10 City Web Pages

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	1,906	17.07%
2.	Jobs	667	6.07%
3.	Events	436	4.01%
4.	Government	336	3.09%
5.	On-Line Payments	296	2.72%
6.	Police	289	2.66%
7.	Residence	287	2.64%
8.	I Want To:	259	2.38%
9.	Search	245	2.25%
10.	City Departments	238	2.19%

Facebook Insights

- Total Page Likes (Fans) **5,712**
- Total Reached **1,841**
- People Engaged **227**
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Interviewed multiple candidates for the new administrative clerk position with the Building Department to replace outgoing employee (Frances McDonald). Applicant was selected and has accepted. Currently going through background checks and should start in a couple of weeks.
- Met with the City Attorney to review comprehensive updates to the City Ordinance Chapter 10 - Alcoholic Beverages.

- Attended VIP ribbon cutting at The Ridge Nature Area.
- Assisting local business owner of Scoops with finding a purchaser of the business. We've spoken with multiple potential entrepreneurs and investors in this process.

Main Street

- Prepared agenda items for the monthly Main Street meeting.
- Press releases and event preparation for the upcoming Moovie Night and Market Day (August 19th-20th).
- Met with the Kiwanis Club to discuss a possible joint venture for spotlight concert at the amphitheater in 2017.

DDA

- Prepared agenda items for monthly DDA meeting.

COMMUNITY DEVELOPMENT

Planning & Zoning

- Held the first weekly planning department staff meeting.
- Handled multiple customer/public inquiries for zoning uses.
- Prepared for the Rolader annexation arbitration hearing.
- Received a demolition request for 110 & 120 Booker Street, by Flash Foods – both houses are from early 1900's, so the 30-day notice/waiting period applies.
- Received one zoning verification letter request (full blown).
- Reviewed four sign permit applications.
- Drafted SPLOST document.
- Drafted Comprehensive Plan Steering Committee call for nominations.
- Drafted Comprehensive Plan schedule.

Building

- Number of Building Inspections Performed: **118**
- Number of Permits Issued: **8**
 - **6: Building**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **1**
 - Residential Repair/Remodel: **4**
 - Residential New: **0**
 - **0: Demolition**
 - **5: Mechanical**
 - **0: Utility Restoration**
 - **0: Foundation Only**
 - **3: Electrical**
 - **1: Plumbing**
 - **1: Land Disturbance**
 - **0: Fence**
 - **0: Pool**
 - **2: Low Voltage**

- **0:** Construction Trailer
- Plans Received: **1**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **1**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **48**
 - Proactive: **39**
 - Complaint: **9**
- Verbal Warnings: **3**
- Written Warnings: **0**
- Notice of Violations: **16**
- Stop Work Orders: **0**
- Citations Issued: **0**

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and the Police Department.
- Cut and maintained the following areas:
 - Habersham Subdivision
 - Highway 54 East
 - Downtown Area
 - Highway 314
 - Highway 85 North
 - White Road
 - Patriot Park
 - Redwine Road Cart Path
 - Ramah Road
 - City Hall
- Traffic control flagging for Helen Sams Parkway striping.
- Completed a city-wide trash run.

Sewage Department

- Average daily flow treated is 2.152 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 1 sewer backup.

Water Department

- Average daily flow of 1.555 of system demand.
- Repaired 5 water leaks.
- Repaired 1 water main break.
- Checked 10 locations for duplicate serial number verification.

Utility Locates

- Located the water and sewer for 49 utility locate tickets.

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Suicide Threat**: Patrol units responded to the area of Hillsdale Drive in reference to an elderly man threatening to kill his family members and himself. FVPD officers used a Taser to subdue the man after he refused to remove his hand from his pocket. Officers located a loaded handgun in his pocket. He was transported to Piedmont Fayette Hospital for an evaluation and treatment.
- **Shoplifting**: Patrol units responded to the area of Publix (South) in reference to a reported shoplifting. The suspect attempted to drive his motorcycle into the store to threaten employees after being confronted by management. An area lookout was given on the description of the subject and the motorcycle.
- **Hit and Run**: Patrol units responded to the area of White Road in reference to a vehicle that had crashed into the woods. FVPD began looking for the driver who was not on scene. Officers located him one mile away and he was arrested for leaving the scene of an accident and DUI.
- Numerous arrest for traffic offenses (4), DUI (5)
- Several Arrest for shoplifting (6)
- 2 Wanted persons located
- Several arrest for offenses not listed above (10)

Training Division

- Registered six officers for training classes at various locations.
- Assisted with instructing the women's self-defense class at the Police Department.

Community Events

- Officers attended the Coffee with a Cop at the Fayette Senior Services.
- Officers instructed a self-defense class.
- Officers attended the Burch Park Grand Opening.
- Officers attended breakfast at The Tavern.

Criminal Investigations

- Investigations assigned 5 cases this week.
- Investigations cleared 15 cases this week.
- The front office answered 138 phone calls, handled 61 walk ins, referred 27 accident reports and 13 incident reports, handled 5 impounds, processed 18 alcohol ID's, 11 V.I.N. checks and tag checks.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 59 emergency calls for service during the week.
- Projects/Training:
 - The August 8th volunteer meeting was held at Station 91.
 - Attended shift meetings with the Police Department.
 - Attended a Public Services Committee meeting.
 - Conducted shift meetings with Fire Department personnel to review FY 2017 approved budget and pay plan changes.
 - Attended VIP event at the Ridge Nature Trail.
 - Attended ribbon cutting event at the Ridge Nature Trail and the Water Trail.
 - Obtained pay scale information for neighboring jurisdictions.